

City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Senior Equipment Mechanic
Class Code Number	

General Statement of Duties

Leads and performs the full range of preventative maintenance, repairs, and servicing of gasoline and diesel powered vehicles and heavy and light construction equipment; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to lead and perform the full range of preventative maintenance, repairs, and servicing of gasoline and diesel powered vehicles and heavy and light construction equipment. The work is performed under the supervision and direction of higher level staff as assigned, but considerable leeway is granted for the exercise of independent judgment and initiative. This class is distinguished from the class of Equipment Mechanic II by the performance of lead worker duties over assigned staff. Technical and functional supervision is exercised over assigned staff. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a maintenance shop environment.

Examples of Essential Work (Illustrative Only)

- Leads and performs the full range of preventative maintenance, repairs, and servicing of gasoline and diesel powered vehicles and heavy and light construction equipment to ensure safe and efficient operation, including inspecting and servicing vehicles and equipment as scheduled;
- Serves as a lead worker, including training, instructing and overseeing the work of assigned staff;
- Uses welding equipment to make repairs and/or fabricate parts for vehicles and equipment;
- Replaces or repairs faulty parts including wheel bearings, oil seals, shock absorbers, exhaust systems, steering mechanisms and related parts and equipment;
- Repairs, adjusts, and replaces brake systems, including master cylinder, pads, turn rotors, wheel cylinders, and brake hoses;
- Diagnoses and repairs ignition systems and power steering, including replacing and installing steering boxes and rebuilding parts and equipment as necessary;
- Diagnoses and repairs cooling systems, including replacing radiators, water pumps, heater and radiator hoses, thermostats, and fan belts;
- Maintains work areas in a clean and safe condition, including emptying trash cans and cleaning shop floors and restrooms;

- Operates a variety of related hand, power, and shop tools and equipment;
- Installs public safety equipment on City emergency vehicles when assigned, including computerized lighting systems, radios, insignias, and antennas;
- Maintains complete and accurate records and reports of all completed work;
- Coordinates maintenance work with other divisions or departments, including setting priorities and scheduling maintenance work;
- Performs a variety of customer service functions, including answering telephones, greeting customers, writing repair orders, and other related duties;
- May perform additional duties as assigned in the absence of immediate supervisor;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of the methods, techniques, parts, tools, and materials used in the maintenance and repair of gas and diesel powered vehicles and heavy and light construction equipment;
- Thorough knowledge of principles of technical and functional supervision;
- Thorough knowledge of welding techniques and safety practices;
- Thorough knowledge of the operation and maintenance of related hand and power tools and other related equipment;
- Thorough knowledge of the proper use of computerized diagnostic equipment;
- Thorough knowledge of related safety regulations and work methods;
- Ability to effectively repair gas and diesel powered vehicles and heavy and light construction equipment;
- Ability to perform technical and functional supervision of assigned staff;
- Ability to perform necessary welding techniques and safety practices;
- Ability to operate and maintain related hand and power tools and other related equipment;
- Ability to effectively operate and interpret results of computerized diagnostic equipment;
- Ability to troubleshoot vehicles and equipment, and make necessary repairs as required;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED with some related college courses or training;
- Four to six years of related experience, with some lead experience or training.

Required Special Qualifications

- Valid Class C California State Driver's License (may be required to obtain a Commercial Driver's license);
- License(s) and Certification(s) required for Equipment Mechanic II.
- Certification(s) specific to functional areas of assignment may be required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate related hand and power tools, computerized diagnostic equipment, and other related maintenance and repair equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to efficiently access vehicles and equipment.